

PART I
DEPARTMENT STRUCTURE AND PROCEDURES

CHAPTER 1
ORGANIZATION

261—1.1(15) Mission. The Iowa department of economic development was established in 1986 pursuant to Iowa Code chapter 15. The authority delegated to the department had previously been delegated to the Iowa development commission and the office for planning and programming. The mission of the Iowa department of economic development is to continually improve the economic well-being of all Iowans by working in focused partnerships with businesses, entrepreneurs, communities and educational entities. The department's primary responsibilities are in the areas of finance, marketing, local government and service coordination, exporting, tourism, job training and entrepreneurial assistance, and small business.

261—1.2(15) Definitions. As used in these rules, unless the context otherwise requires:

"Board" or "*IDED board*" means the Iowa economic development board created by Iowa Code chapter 15.

"Department" or "*IDED*" means the Iowa department of economic development authorized by Iowa Code chapter 15.

"Director" means the director of the Iowa department of economic development or the director's designee.

261—1.3(15) Iowa department of economic development board.

1.3(1) Composition. The board consists of 11 voting members appointed by the governor and 7 ex officio nonvoting members. The ex officio nonvoting members are 4 legislative members; 1 president, or the president's designee, of the University of Northern Iowa, University of Iowa, or Iowa State University of Science and Technology designated by the state board of regents on a rotating basis; 1 president, or the president's designee, of a private college or university appointed by the Iowa association of independent colleges and universities; and 1 superintendent, or the superintendent's designee, of a merged area school, appointed by the Iowa association of community college presidents.

1.3(2) Meetings. The board shall meet in May of each year for the purpose of electing one of its voting members as chairperson and one of its voting members as vice chairperson. The chairperson and the vice chairperson shall not be from the same political party. The board shall meet at the call of the chairperson or when any six members of the board file a written request with the chairperson for a meeting. Written notice of the time and place of each meeting shall be given to each member of the board. A majority of the voting members constitutes a quorum.

1.3(3) Duties. The board shall perform the duties as outlined in Iowa Code section 15.104, and other functions as necessary and proper to carry out its responsibilities.

261—1.4(15) Department structure.

1.4(1) General. The department's organizational structure consists of the director, deputy director, and three administrative divisions.

1.4(2) Director. The Iowa department of economic development is administered by a director appointed by the governor, who serves at the pleasure of the governor, and is subject to confirmation by the senate. The director is the chief administrative officer of the department and in that capacity administers the programs and services of the department in compliance with applicable federal and state laws and regulations. The duties of the director are as authorized in Iowa Code section 15.106 and include preparing a budget subject to board approval, establishing an internal administrative structure and employing personnel, reviewing and submitting to the board legislative proposals, recommending rules to the board, reporting to the board on grants and contracts awarded by the department, and other actions to administer and direct the programs of the department.

The administrators of the three divisions and the deputy director report to the director.

1.4(3) Deputy director. The deputy director, appointed by the director, directs and administers the department in the director's absence.

1.4(4) Divisions. The director has established the following administrative divisions within the department in order to most efficiently and effectively carry out the department's responsibilities:

1. Administration division;
2. Business development division; and
3. Community development division.

1.4(5) Attachment for administrative purposes; board support. Pursuant to Iowa Code section 7E.7(1), the Iowa finance authority is attached to the Iowa department of economic development for organizational and administrative purposes only. The Iowa finance authority has rule-making authority independent of the Iowa department of economic development, and its administrative rules are located under agency identification number 265 in the Iowa Administrative Code. The Iowa department of economic development provides office space and staff support to the city development board pursuant to Iowa Code sections 368.9 and 15.108(3)"a"(2). The department provides administrative support to the vision Iowa board pursuant to Iowa Code section 15F.104.

261—1.5(15) Information. The general public may obtain information about the Iowa department of economic development by contacting the Iowa Department of Economic Development, 200 East Grand Avenue, Des Moines, Iowa 50309; telephone (515)242-4700; or through the department's Web site at www.ided.state.ia.us.

These rules are intended to implement Iowa Code chapter 15 and section 17A.3.

[Filed emergency 12/19/86—published 1/4/87, effective 12/19/86]

[Filed emergency 6/10/88—published 6/29/88, effective 7/1/88]

[Filed 6/26/95, Notice 5/10/95—published 7/19/95, effective 8/23/95]

[Filed 1/22/99, Notice 9/9/98—published 2/10/99, effective 3/17/99]

[Filed 6/20/03, Notice 5/14/03—published 7/9/03, effective 8/13/03]

CHAPTER 2 PETITION FOR RULE MAKING

Renumbered 261—Ch 102, IAB 7/19/95

CHAPTER 3 PETITION FOR DECLARATORY RULING

Renumbered 261—Ch 103, IAB 7/19/95